



Office of the Regional USAID Mission in Minsk  
VACANCY ANNOUNCEMENT

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**United States Agency for International Development, Regional Mission for Ukraine, Belarus and Moldova (USAID/UBM) announces a Job Opportunity of a Project Management Specialist in Minsk**

**POSITION TITLE: PROJECT MANAGEMENT SPECIALIST**

The Project Management Specialist manages development activities funded by USAID/Belarus, including their planning, budgeting, documentation and evaluation. In collaboration with the Belarus Country Office Director, the Senior Supervisory Program Development Specialist and other technical staff, the incumbent contributes to the strategic direction of the portfolio, develops specific activities, defines objectives and desired results, and prepares resource requests. The Project Management Specialist takes the lead with monitoring and evaluation of activity results against the country strategy. Under the direction of the Country Office Director, the Project Management Specialist provides guidance to USAID's partners and activities operating in Belarus.

**REQUIRED QUALIFICATIONS**

**Education:** An accredited university degree with specialization appropriate for economic and social development is required. A graduate degree from an accredited university in economics, business or social sciences is preferred. In addition, graduate level training in project management, communications, monitoring and evaluation and/or social sciences is helpful.

**Work Experience:** Four to six years of increasing responsibility in administration of social and economic development programs, preferably in the private sector or with international donor agencies.

**Language Proficiency:** Level IV (fluency) in written and spoken Russian and English required. Working knowledge of Belarusian desired.

**POSITION TYPE:** FSNPSC – 40 hours per week

**GRADE LEVEL:** FSN-11 (The incumbent will be hired at the Development Level, FSN-10 until all mandatory USAID training is completed and the full performance level of the position is reached)

**OFFICE LOCATION:** USAID/Belarus, Minsk

Full description of responsibilities and job requirements is available here:

<https://www.usaid.gov/belarus/careers/documents/1863/project-management-specialist/>

**CLOSING DATE FOR APPLICATIONS:** January 29, 2016 at 6:00 PM Minsk time

**APPLICATION AND SELECTION PROCESS:** Interested applicants should e-mail their *current résumé*, mandatory Universal Application for Employment as a Locally Employed Staff (DS-174) and *letter of interest* **in English** to the USAID Human Resources Unit at [KyivVacancies@usaid.gov](mailto:KyivVacancies@usaid.gov).

The United States Agency for International Development (USAID) Regional Mission to Ukraine, Belarus and Moldova is an equal opportunity employer.

**Note:** Only those applications that are received in the Human Resources Unit *before the closing date* will be eligible for consideration. Applications and letters that are *inadequate or incomplete* will not be considered. Only those applicants who are selected for interviews will be contacted.

Initial screening will be based on the curriculum vitae or résumé, DS-174 and letter of interest. Best qualified applicants who meet minimum requirement will be invited for an interview.